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**State Agencies**  
Idaho  
Nevada  
Utah

**DATE:** April 24, 2013

**To:** Great Basin Incident Commanders

**From:** Chair, Great Basin Coordinating Group

**Subject:** 2013 Incident Commander Expectations

Thank you for your continued commitment to Great Basin Incident Management Teams. The Great Basin Coordinating Group (GBCG), as an effort to maintain the highest standards of professionalism and leadership, have outlined principles by which all Incident Commanders (IC) sanctioned by the GBCG are expected to adhere to.

The mission of the Type 1 and Type 2 Incident Management is to provide the Agency Administrators a pool of organized, highly skilled and qualified personnel, to respond to emergency incidents. Firefighter and public safety must be the first priority. ICs must demonstrate professionalism at all times; on incidents, between incidents and at meetings where they are representing the Great Basin Agencies. Individual ICs must be personally committed and responsible for their performance.

There will be zero tolerance of any discrimination, carelessness or unsafe actions. All personnel are expected to follow safe working and driving practices at all times and adhere to work/rest guidelines.

As you are aware the Great Basin Coordinating Group reduced the number of Type 2 Incident Management Teams in the Great Basin from six to five. This required a change to the team rotation schedule. Teams are available based on a one-week call out period beginning at 0001(MDT) on Friday and ending at 2400 (MDT) on Thursday.

During periods of significant fire activity the GBCG may decide to "early-up" IMT's that are in the next scheduled rotation. This will be done in concurrence with the Incident Commander once it has been determined the team is available. For more information see the [Great Basin Mobilization Guide, Supplement 1 Great Basin Incident Management Team Operating Plan](#).

The 2013 Great Basin Type 2 IMT Rotation Schedule is posted at:  
<http://gacc.nifc.gov/wgbc/logistics/overhead/teams/rotations/2013t2rotation.pdf>

Incident Commanders are required to make contact with Agency Administrators upon the initial order for an Incident Management Team (IMT). Please brief with Agency Administrators on a daily basis and immediately notify them of any serious accidents, injury, or fatality that may occur. ICs are expected to fully participate in any reviews, after action reviews, and investigations that may involve incidents that occur while delegated authority for incident operations.

Incident Commanders are expected to follow the guidelines for incident command teams outlined in Chapter 60 of the Great Basin Mobilization and National Mobilization Guides. In addition, Great Basin IMT's are expected to carry trainees that have been identified as part of the Great Basin Trainee Prioritization Program. The purpose of the Great Basin Trainee Prioritization Program is to establish a uniform process to identify and promote employees in completing wildland fire management experience requirements to achieve agency positions and qualifications and to support succession planning for Incident Management Teams.

Trainees will be selected per procedures identified within the Great Basin Trainee Prioritization Program. ([See Great Basin Mobilization Guide, Chapter 20, page 20-20 through 20-22.](#)) No trainee should be considered a permanent team member. Upon fulfilling on-the-job requirements, task books, etc. assigned trainees should be replaced.

Incident Commanders should strive to reduce the Great Basin dependence on Administratively Determined (ADs) by reducing the numbers employed on their Command and General Staffs. Providing mentorship for all regular government trainees in building IMT capacity for the future is a priority. Name requests should be rare, limited to scarce resources or individuals with unique and or special skills as specified in the Great Basin and National Mobilization Guides.

The National Multi-Agency Coordinating Group's 2013 Key Issues (see attached) focuses on agency budgets as a single issue for the next several fire seasons. The impact of budget reductions directly affects resource availability for fire suppression. The 2012 fires season was very challenging for the Great Basin and numerous requests for resources were not filled. The trend is expected to continue and fire managers and incident commanders will need to be flexible when evaluating strategies and tactics due to lack of available resources, especially Type 1 Crews and aviation assets.

Incident Commanders need to be mindful of the internal costs of IMT members and of incident related support costs, including, but not limited to: rental cars, motel rooms, and off-incident meals. Agency administrators may require documentation of cost savings measures.

The Great Basin Coordinating Group may activate an IMT Oversight Team to evaluate team performance, provide liaison to Agency Administrator's and to assist with issues. The GBCG will cover costs of oversight team so the incident will not incur the costs.

Please take a moment to review the new Great Basin Incident Management Team Performance Evaluation form. The form is available in the Overhead Section of both EGBCC and WGBCC websites.

<http://gacc.nifc.gov/wgbc/logistics/overhead/overhead.htm>  
<http://gacc.nifc.gov/wgbc/logistics/overhead/overhead.htm>

All ICs will obtain an evaluation before departing all assignments and forward to the Great Basin Operations Specialist ([nstclair@blm.gov](mailto:nstclair@blm.gov)) within 14 days of the incident close-out. GB ICs will meet annually with the GBCG to review performance and identify problems for resolution.

Again, thank you for your continued commitment and dedication to incident management in the Great Basin. We look forward to working with you to meet our shared goals and expectations.

/s/ Michael Morcom GBCG

Attachments:

Revised IMT Evaluation Form  
2013 NMAC Key Issues  
Great Basin Priority Trainee Program Guidelines